

# FY 2002 Annual Report



## MISSION

*To increase the effectiveness and economy of Federal agencies in Oklahoma.*

*1961 Presidential Memo, 5CFR Part 960*

## GENERAL GOALS

- ❖ **Communicate** - The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.
- ❖ **Coordinate Emergency and Other Interagency Actions** - The FEB stands ready to immediately facilitate marshaling the resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.
- ❖ **Facilitate Customer Service** - The FEB facilitates effective customer service across agencies.
- ❖ **Partner with Community Groups** - The FEB partners with community groups to identify and help solve problems.
- ❖ **Reduce Costs and Improve Efficiency** - The FEB brings together agencies with common goals by pooling experiences and resources so that their efforts are complementary and more cost effective.

## FY 2002 Annual Activity Report

***Communicate*** - The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.




### ***Strategic Management of Human Capital***

**Call to serve:** Established a "Speakers Bureau", a communications program designed to improve public understanding and perception of government service; and utilized as an education and outreach effort to inform talented students and mid-career workers about employment opportunities in government agencies. We partnered with the Partnership for Public Service to make these speakers available through their efforts, as well.


Developed "pilot project" in which federal employees receive leadership competency credit for Chairing one of the FEB's Councils. Those selected coordinate inter-agency initiatives to match government resources to needs in the various communities. This fiscal year, only six of the Councils were placed into this project; providing opportunities for six federal employees from four agencies:

Environmental Protection Agency Ada, Oklahoma	Bureau of Land Management Moore, Oklahoma
Internal Revenue Service Oklahoma City, Oklahoma	Department of the Air Force Tinker AFB, Oklahoma

Hosted **two Award Banquets**, soliciting nominations, planning, and coordinating the events to include the maximum number of agencies (or levels of government):

 	<p><b>Employee of the Year</b>, a statewide Awards program on Monday of Public Service Recognition Week, to recognize accomplishments of individual employees. <b>Staff from local Congressional and Senate offices served as the rating panel</b> and learned of the best and brightest among the 84 federal employees nominated. We also partnered with ASPA for their Administrator of the Year Awards.</p>
<p><b>Cornerstone Awards</b> to recognize a team or organization that has improved in quality based upon the Baldrige criteria. The Federal Quality Council is an interagency/intergovernmental group and served as the selection committee for the awards.</p>	

Held Full Board luncheon meetings with topics to support Strategic Management of Human Capital:

<i><b>Date</b></i>	<i><b>Speaker</b></i>	<i><b>Topic</b></i>
November 7, 2001	<b>Sandy Payne</b> , Oklahoma Employment Commission <b>Linda Collins</b> , Oklahoma Vocational Rehabilitation	More Staffing Flexibilities: Special Excepted Appointing Project in partnership with the FEB's Council on Disability Concerns
December 4, 2001 	<b>Stephen Perry</b> , Administrator General Services Administration, Washington, DC	Update on new federal building
May 6, 2002	<b>Bob Ricks</b> , Commissioner, Oklahoma Department of Public Safety 	Employee of the Year Awards

Executive Director made **29 personal welcome visits** to new federal leaders coming into the area. Provided information on the FEB, explained the value of maximum agency participation, as well as services, information, and assistance available through the FEB.

Had an article published in the Public Manager's Winter Issue (2001-2002), highlighting the value of the Shared Neutrals Program in the federal community of Oklahoma, including the efforts of other FEBs as well.

Coordinated with the Office of Workers Compensation and hosted visits to provide on-site services to employees with continuing claims from 1995. Met with OWCP officials to discuss options and what we might do to assist employees in a particular agency that will be moving to the new federal complex (against their wishes). Exploring possibilities of a federal job fair, arranging telework possibilities in other agencies, etc.

Distributed information on the Veterans Administration Medical Center's First Annual Domestic Violence Awareness Information Fair.

Distributed information for the OKC Area Office of OSHA on an organizational meeting scheduled to establish a council. The purpose is to facilitate the exchange of safety and health information throughout federal government and to assist the agencies in reducing injury and compensation costs.

Distributed information on an OSHA Collateral Duty Course designed to enable participants to recognize basic safety and health hazards in their own workplace and to effectively assist agency

safety health officers in their inspection and abatement efforts. Information was sent to all federal agencies in Oklahoma as well as the FEAs in Arkansas (Fayetteville and Little Rock).

The Chair, Vice-Chair and Executive Director participated in the National FEB Conference.

Lindy Ritz, Chair of the Oklahoma FEB presented a “40 Year Review” on FEBs at the National Conference, outlining the various national initiatives in which FEBs have served critical roles at the local level in the role of implementer or coordinator.



### ***Homeland Security***

#### **Hosted Full Board luncheons with topics in support of Homeland Security issues:**

December 11, 2001	<b>Lindy Ritz, FAA-OKC</b> <b>Dick Marquise, FBI-OKC</b>	First in a series on Emergency Preparedness- What is being done and what the federal community and federal traveler can expect. Cornerstone Awards were presented
February 26, 2002	<b>Mike Foster</b> , Meteorologist in Charge, National Weather Service	2 <sup>nd</sup> in the series-Preparing for severe weather season
April 24, 2002	<b>Kerry Pettingill</b> , Oklahoma Homeland Security	3 <sup>rd</sup> in the series-Homeland Security in Oklahoma
July 16, 2002	<b>Brig Gen Ben Robinson</b> , 552 <sup>nd</sup> Air Control Wing	4 <sup>th</sup> in the series-NATO's role in Homeland Security (from Tinker AFB in Oklahoma)

Federal Times published a front page article in the September 2, 2002 issue on the efforts of the Oklahoma FEB's Emergency Preparedness and Continuity of Operations training which was provided for federal and local government representatives.

The Executive Director wrote a 'commentary' article published in the Federal Times, September 30, 2002 issue on the process and efforts of our interagency/intergovernmental working group developing the Emergency Preparedness Guide (Red Book).

***Partner with Community Groups*** - The FEB partners with community groups to identify and help solve problems.

### ***Faith Based and Community Initiatives***

Participated in *Making the Grade*, a community-based program that addresses seven issues which threaten to foreclose the future of our youth: suicide, teenage pregnancy, substance abuse, juvenile crime, school dropouts, youth unemployment, and functional illiteracy. The program promotes public awareness, mentoring programs and a school-to-work program for high school students.

*In Oklahoma, 211 is in the very early planning stages.* The FEB is representing federal agencies in the partnership of United Way, Community Council of Central Oklahoma, CONTACT Crisis Helpline, Areawide Aging Agency, The Volunteer Center, and many others to help implement 211 in central Oklahoma. Ultimately the goal is to have a free, easily recognizable, 24-hour telephone information and referral line that connects callers to resources (such as food, housing, drug treatment or utility bill assistance) throughout Oklahoma.



The FEB's American Indian Council hosted a two-day "Effective Communications with Tribal Governments" workshop. The training was for federal/state/county agencies, oil and gas operators, all tribes of Oklahoma, Indian organizations and other interested parties. Information and topics included understanding each tribe's uniqueness, beliefs and culture, why various tribes have their own auto tags, tribal boundary signs and the importance of economic development for tribes large and small. Participants gained a better understanding of consultation from the perspective of tribal leaders and federal agencies.



Combined Federal Campaigns in Oklahoma raised a total of **\$3,231,589**:

Jackson County	\$66,915	Enid Area	\$69,325
Ft Sill-Lawton	\$259,320	McAlester	\$34,620
Muskogee	\$58,060	Central Oklahoma	\$2,375,539
Stillwater	\$3,771	Tulsa	\$364,039

The Federal Employees Care Council coordinated **824 volunteers who donated 5,925 hours of their personal time.**



Activity	Volunteers	Hours	Activity	Volunteers	Hours
Salvation Army	87	696	Opening Night	15	50
OETA Festival	38	209	Festival of the Arts	62	833
Christmas in April	340	3060	Litter Blitz	60	135
Special Olympics	12	73	State Fair Found Kids Booth	210	869

They have also provided monthly articles for the FEB newsletter, advertising upcoming events as well as results from recent events.

Federally hosted blood drives collected **26,413 units of blood**.

The Oklahoma FEB partners with the State Department of Environmental Quality, to serve as the point of contact to distribute “Clean Air Alerts” to agencies in the Oklahoma City, Tulsa, and Lawton areas to encourage employees to participate in pollution-reducing behaviors during the critical times. Five alerts were distributed this fiscal year.

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### ***Economic Development for Government-based customers***

Partnered with GSA, the Society of Government Meeting Planners, and the Oklahoma City Convention and Visitors Bureau to bring the Federal Premier Lodging Program to Oklahoma City. The participants of the program are scheduled to be announced January 1, 2003.

Distributed and collected surveys of federal agencies in Oklahoma regarding the number of roundtrip airline tickets purchased for official travel to the Washington, DC area in an effort to encourage direct flight service to the DC area for business travelers. The survey was also distributed to State government entities in an effort to collect data on government travel. Once compiled, the FAA distributed information through their competitive processes to notify airline service providers of a possible untapped market.

Assisted in the development and chartering of the Oklahoma Society of Government Meeting Professionals. This assists in putting government-meeting planners in contact with hoteliers and other suppliers, assisting in helping our local economy through utilizing local resources.

### ***Human Capital Initiatives***

***Assisted the US Office of Personnel Management by convening federal, state, and local community leaders to serve on a Presidential Rank Award Review Board for Meritorious Executives on June 25-26, 2002 in Oklahoma City.***

Assisted the Carl Albert Center, University of Oklahoma by identifying female Federal leaders in Oklahoma to participate in their first N.E.W. (Nat'l Education for Women's) Leadership Institute.

Served as a panel speaker at the Oklahoma Capitol for the 1st N.E.W. Leadership Oklahoma Conference on "Non-Elective Career Opportunities in Government" on May 20, 2002 along with the Secretary of Oklahoma Administration, Member of the Oklahoma Board of Regents for Higher Education, and the Director of the Oklahoma Transportation Authority to expose students to public careers, making the connection of volunteer activities and actual participation in public life ~ voting, writing a letter to an elected official or to the editor of a newspaper, pursue a career in the public sector or working in a political campaign.

The FEB's Council on Disability Concerns (CODC) co-hosted a luncheon in November 2001 to enhance awareness of employing people with disabilities and highlighting the federal/state partnership through which qualified applicants with disabilities can be hired in an expeditious fashion.



The CODC worked with the State to streamline the Special Excepted Appointment project to fit with the new software utilized by the Oklahoma Department of Rehabilitation Services. Workforce Oklahoma and the Department of Rehabilitation Services have partnered with the CODC to provide a seamless program to hire individuals with disabilities. Vocational Rehabilitation counselors are now using internet resumes to aid clients and prospective employers.

Faxed *OPM's extension of 9/11 emergency hiring flexibilities* to all federal leaders in Oklahoma.

***Coordinate Emergency and Other Interagency Actions*** - *The FEB stands ready to immediately facilitate marshaling the resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.*

#### ***Economic Development for Government-based customers***



Assisted GSA's Government-wide Per Diem Advisory Board by gathering information and completing a survey to improve the entire per diem/lodging process for the federal traveler in Oklahoma. Also co-hosted a luncheon with the Society of Government Meeting Professionals, arranging for a GSA speaker to present information on the FPLP for hoteliers and government officials in Oklahoma.

#### ***Homeland Security***

Distributed a total of 11 informational faxes to federal and state agencies regarding response to terrorist attack of Sept 11, 2001, travel policies, preparedness issues, mail-handling, etc.

Coordinated a federal speaker from FAA to address "increased airport security and what to expect when you travel" for the statewide USDA Veterinary Services Working Conference held December 4-6, 2001 in Oklahoma City.

Spoke at the National Association of State Personnel Executives regarding "Emergency Preparedness and the Role of HR and Caregivers" in Oklahoma City at their national meeting on February 2, 2002.



Assisted the US Naval Reserve Unit in coordinating an interagency Anti-Terrorism exercise by soliciting and gaining additional agencies to participate in the exercise at Camp Gruber on May 18, 2002.

Assisted Omaha, Nebraska FEA with providing the "red book", template for Federal Agency Emergency Preparedness.



Spoke at the International Personnel Management Association's annual conference in Nashville, TN on October 15, 2001 to address: *Terror Strikes, What next?* Outlining lessons learned in Oklahoma City and distributing the "red book" template for Emergency Preparedness and Continuity of Operations to more than 500 federal, state, county and municipal government officials who attended this particular session.

Spoke at the International Personnel Management Association's Montgomery Chapter Conference in Bethesda, MD on April 23, 2002 "Emergency Preparedness and the Role of HR and Caregivers" Outlining lessons learned in Oklahoma City, distributing the "red book" template for Emergency Preparedness and Continuity of Operations, and discussing the role of emergency preparedness specific to the HR function to more than 200 federal, state, county and municipal government officials who attended this particular session.



Spoke at the Denver Federal Executive Board's Emergency Preparedness Meeting along with a representative from the Colorado Homeland Defense organization on May 2, 2002 to address: *Leadership in the Xtreme* Outlining lessons learned in Oklahoma City, discussing the role of leadership and responsibility in Emergency Preparedness and Continuity of Operations to more than 50 federal officials who attended this particular session.

Coordinated with one of the US Congressional offices to provide federal briefings on the threat of Anthrax to the various local police departments in their district in an effort to share information and best practices to increase efficiency and effectiveness.



Distributed the GSA's Online University course titled "How to Respond to an Anthrax Threat in a Mail Center" to more than 215 federal agencies, 39 tribal governments, and 4 FEAs.

Distributed fax information to schools regarding satellite broadcast program available to assist schools in preparing for terrorism. Fax with all pertinent information was sent to all schools in Oklahoma along with all federal leaders in Oklahoma.

The Victims of Terrorism Tax Relief Act provided retroactive tax relief for the victims of the Murrah Building bombing. We distributed information to the families affected by the 1995 bombing of the Federal Building regarding assistance available in the form of a "Help Day", established by the Internal Revenue Service and Oklahoma Tax Commission. During this day (Saturday, April 27, 2002), both tax agencies helped families to complete the claim forms necessary to ensure accuracy and expediency.



The FEB's Interagency Working Group met on a regular basis to develop a guide from which agencies could develop or update Emergency Preparedness and Continuity of Operations Plans. After the guide was developed, a 1-1/2 day of training was planned for government agencies (open to all levels of government) in an effort to provide information, develop partnerships, and increase communications between federal, state, and local governments.

- ***Planned, coordinated and hosted a day and a half training on “Emergency Preparedness and Continuity of Operations”*** and presented the Emergency Preparedness Guidebook (***Red Book***) with 160 federal, state, county, municipal, and nonprofit leaders in attendance.
- Met with ***Chamber of Commerce officials*** to make arrangements to distribute registration forms and information on our “Leadership in the X-treme” training days to private industries.
- Distributed Leadership in the X-treme through the ***Center for Nonprofit Management for nonprofit organizations interested in Emergency Preparedness training***.
- Placed a downloadable version of the Red Book on the Oklahoma FEB website, along with information from the Emergency Preparedness & Continuity of Operations planning session for downloading by other FEBs and federal agencies, nation-wide.
- Have mailed out copies of the Red Book to all federal agencies who have requested copies in response to the two Federal Times articles.
- Committed to work with GSA and FEMA regional offices to ***plan and coordinate COOP training in the two Arkansas FEA locations*** (Fayetteville and Little Rock).



Planned, coordinated and hosted an interagency event for September 11, 2002 on the Murrah Plaza, downtown Oklahoma City which was attended by approximately 200 people. In addition, the FEB encouraged all agencies in Oklahoma to re-raise their flags and lower to half-staff at 8:37 am (to coincide with the Pentagon event), observe a moment of silence, and a call for the Pledge of Allegiance, which was done at the interagency event.

Also faxed out a flyer to share information on the September 11<sup>th</sup> observance planned at the OKC National Memorial.

### ***Human Capital Initiative***

Coordinated with the Federal Long Term Care Program representatives and hosted informative sessions in various geographic locations throughout the State of Oklahoma to serve all 240 agencies in Oklahoma.

### ***Citizen-Centered Government Initiative***



Follow up activity in assisting the Internal Revenue Service to contact families who had not responded to the initial “Help Day”, to ensure all victims’ families had the benefit of the assistance. Assisted the Internal Revenue Service and Oklahoma State Tax Commission with tracking families of 36 out of the 169 victims of the Murrah Building bombing. The window for filing a claim will expire in January 2003 and we wanted to assist in making another push to contact those that have not taken advantage of the legislation assisting families affected

by acts of terrorism. These are families of employees killed in SSA, HUD, USDA, Army, DOD, FHWA and the Federal Employees Credit Union.

***Facilitate Customer Service*** - *The FEB facilitates effective customer service across agencies.*

### ***Citizen-Centered Government Initiatives***

Developed a response for FirstGov to an inquiry they received from a FirstGov visitor regarding the Oklahoma City bombing, rumors on law enforcement personnel not in the building and/or if a memo was received by federal agents warning of the bombing.



Partnered with the Community Council of Central Oklahoma to ensure federal agencies are listed in the Directory of Services for year 2001. The Directory, published since 1943, is commonly recognized as the most comprehensive listing of private, nonprofit and governmental health and human service providers in the Central Oklahoma region. Social workers, medical personnel, clergy, housing officials and a variety of other helping professions utilize the Directory as a referral guide.

We assisted the IRS and Oklahoma State Tax Commission in obtaining additional agency participation in their Small Business Fair held in Oklahoma City. The purpose of the fair is to provide small business owners with registration information, reporting responsibilities and other information to assist them with enhancing their business.

**Coordinated an interagency/intergovernmental effort that served 1,312 newly naturalized citizens** this fiscal year. The FEB has hosted this ongoing partnership of SSA, IRS, Oklahoma Tax Commission, Oklahoma County Court Clerk, and Oklahoma Election Board to provide seamless services to newly naturalized citizens. This effort created efficiencies for participating agencies and provided expedient services to the customers served.



Planned, coordinated and hosted the **7th Annual Government on Display** Event. We had federal, state, local and municipal agencies represented at Crossroads Mall (I-240 and I-35) in Oklahoma City. Agencies from around the state came for this one-day event. In addition to the agencies providing services from the mall, we had "swearing-in" ceremonies throughout the day.

- New DOD civilian employees took their Oath from a Senior Executive at the mall;
- Two military members who had re-enlisted took their oath of enlistment from Brig Gen Reno
- Rob Dews, LCMDR of the Military Entrance Processing Station issued the oath of enlistment to new military recruits; and

- LTC Calhoun of the Oklahoma Military Department, administered the oath of enlistment to new Air Nat'l Guard and Army Nat'l Guard members



US Customs provided one of their helicopters for display, along with training information.

In addition, agencies were encouraged to provide direct customer services from their booths at the community shopping mall.



Facilitated the transfer of federal computers to schools, non-profit organizations and Tribal governments to assist with increasing the availability of technology in education for children in K-12. Nine agencies donated more than 1,519 educationally useful items which the government originally paid \$1,642,570.05, to 31 schools:

**Agencies who donated:**

Federal Aviation Administration	Small Business Administration	Tinker AFB
U.S. Department of Agriculture	US Probation Office	Vance AFB

**Schools receiving donations:**

Capitol Hill High School	Arthur Elementary School	Hillcrest Elementary School
Harding Middle School	Blanchard Middle School	Eisenhower Elementary School
Gatewood Elementary	Bethel High School	Waukomis Public Schools
Hillsdale Elementary School	Praise Assembly	Chism School
St. Joseph's Catholic School	Mid-Del Christian School	Christian Heritage Academy
Taft Elementary School	Western Heights High School	Gatewood Elementary School
Emmanuel Christian School	Spencer Road Christian School	Earlsboro High School
Thomas Jefferson Middle School	Crutcho School	Choctaw Junior High School
Choctaw High School	Southeast High School	Harrah High School
Purcell High School	Silo Independent School	St. Elizabeth Ann Seton
Russell Babb Elementary School		

***Reduce Costs and Improve Efficiency*** - The FEB brings together agencies with common goals by pooling experiences and resources

Distributed 3 agency lists of excess property to federal agencies in Oklahoma. This allowed an agency in need of furniture/equipment to obtain at no cost, while relieving the host agency of the materials and the storage requirements.

### *Strategic Management of Human Capital*

**Provided recruiting assistance for federal agencies in Oklahoma for 13 vacancy announcements** in an effort to increase the applicant pool quality. Utilizing the collaborative nature of our FEB, the announcements were distributed to federal and state agencies to assist in the distribution process.

Hosted a variety of training events, saving more than **\$370,497**:

- Coordinated and hosted a four-day course on Basic Mediation Skills with 27 in attendance. The local registration fee of \$125 (as opposed to \$885 for comparable training provided by Fred Pryor and Public Administration Forum) saved \$760 in registration, \$281.50 in airfare and \$196 in per diem per person for a total savings of **\$33,412.50**.
- Coordinated and hosted two one-day retirement seminars in the Spring with 120 in attendance each day. The local registration fee of \$75 (as opposed to \$495 for comparable training provided by the USDA Grad School) saved \$220 per person for a total savings of **\$52,800**.
- Coordinated and hosted a one-day course on Developing Leadership Competencies: How Do you Lead if Nobody Follows” with a total of 93 people attending. The local registration fee of \$85 for one day or \$150 for two-days of training (as opposed to \$199 per day charged by Skill Path) saved a total of **\$10,752** in registration fees.
- Coordinated and hosted a one-day course on “Executive Training: Unleashing the Performance Genie Within Your Organization” with a total of 80 people attending. The local registration fee of \$85 for one day or \$150 for two-days of training (as opposed to \$199 per day charged by Skill Path) saved a total of **\$9,270** in registration fees.



- Coordinated and hosted two one-day retirement seminars in the Fall with 111 in attendance each day. The local registration fee of \$75 (as opposed to \$495 for comparable training provided by the USDA Grad School) saved \$220 per person for a total savings of **\$46,620**.
- Developed, coordinated and hosted a 1-1/2 training session on Emergency Preparedness and Continuity of Operations with a total of 157 in attendance. Local registration fee of \$75 (as opposed to \$847.50 charged by the National Institute for Government Innovation’s Institute for International Research) saved \$121,282.50 in registration, \$56,520.00 in airfare, and \$36,738.00 in per diem for a total savings of **\$214,540.50**.
- Through a partnership with a local training company, seats are made available at a reduced price. Agencies have availed themselves of this opportunity, sending 23 employees and **saving a total of \$3,102** from the regular registration price.

Use of the FEB **Alternative Dispute Resolution** program has resulted in a cost avoidance of **\$1,258,360.79** for the federal community in Oklahoma, mediating a total of 66 requests.

### *Expanded Electronic Government*

**Guides and publications regularly distributed to federal agency leaders in Oklahoma include:**

- **Media Guide:** Directory of media contacts throughout Oklahoma (by geographic breakout), listed by type of media.
- **Resource Guide:** listing of resources with excess capacity available to the federal community at no charge or on a cost-reimbursable basis.
- **Agency Guide to Alternative Dispute Resolution:** developed with the manager in mind, this 'guide' describes ADR and the availability of qualified, trained mediators within the federal community. It describes mediation, situations when ADR is appropriate for utilization, processes, etc. with the vision of resolving disputes at the earliest possible date to increase the quality of communication within the workforce, resulting in maintaining a productive work environment and reducing cost and time involved with formal processes.
- **Emergency Preparedness & Continuity of Operations Guide:** a guide from which each agency can develop or update their preparedness and Coop plans.
- **FEB Directory:** a listing of all federal agencies located in Oklahoma.
- **Emergency Dismissal & Closure Procedures:** outlining the process of emergency weather notification.

**All of these documents are provided on the FEB website for utilization by federal leaders and federal employees.**

Additional use of electronic resources to improve efficiency:

- Through a partnership with the Cincinnati FEB, we established a listserv to increase distribution of our monthly newsletter and reduce the cost of printing and postage. Through the link on our website, 28 new subscribers have been added (increasing circulation), and through an article in the newsletter, 19 recipients of the mailed newsletter will now receive the pdf file via email rather than a hardcopy (reducing printing and postage). The numbers have increased beyond this; however, the effort was started at the end of the fiscal year and provided a very short time frame for results. We look forward to reporting on this item next year.
- A listing of all federal agencies in Oklahoma is provided on the Oklahoma FEB website for public use. Many also have links to their local websites; however, all have contact information for citizens to utilize in conducting business.
- Updated the Oklahoma FEB website to include information from the Emergency Preparedness & Continuity of Operations planning session for downloading by other FEBs and federal agencies.

